



CITY OF KNOXVILLE
PARKS AND RECREATION

K.O.R.E. Summer PARENT HANDBOOK

Cal Johnson



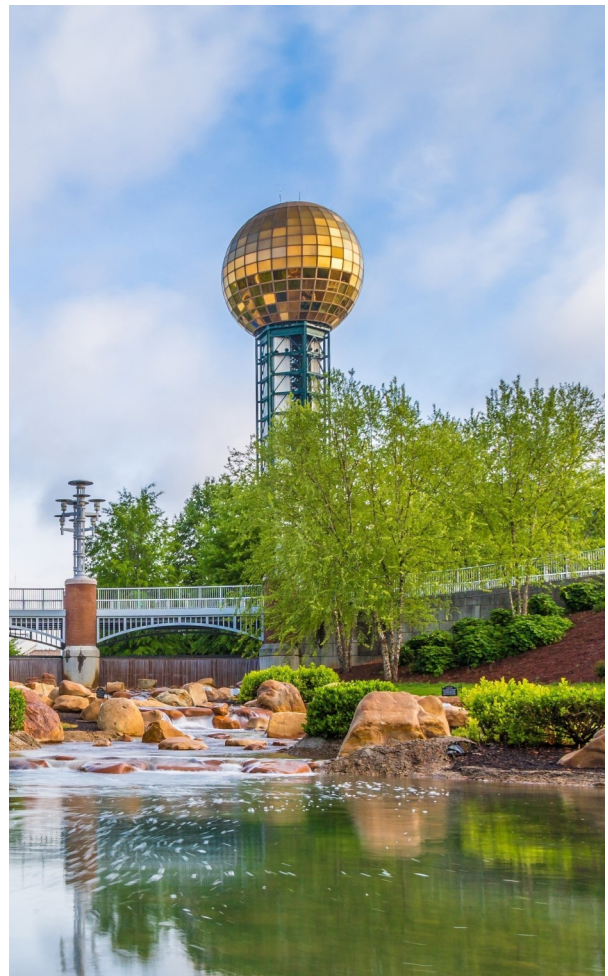
www.knoxvilletn.gov/recreation



K.O.R.E. Knoxville Outdoor Recreation Experience

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Dear Parents,

Thank you for choosing the City of Knoxville Parks and Recreation K.O.R.E (Knoxville Outdoor Recreation Experience) Summer Program for your child's summer activities.

We believe in enriching activities that encourage social and emotional growth, and promote respect and kindness towards others. Our summer program allows children the opportunity to try different things, develop new friendships, explore the outdoors, kick start an active lifestyle and, most of all, to have fun!

Our staff is trained and committed to providing a safe, welcoming environment for your child as well as top notch quality programs and activities.

In this handbook, you will find the necessary information pertaining to our program policies and procedures. We believe that everyone contributes to providing a safe and enriching environment for our participants—so please make sure to review the Code of Conduct found on page 9 with your child.



K.O.R.E. Summer Staff

*Kids watch for a living, it's their job,
that's what they do. That is why we
hire the best role models for our
K.O.R.E. programs!*

We are committed to providing your child a safe environment, caring summer workers, and fun-filled days.

We hire those with a passion for play! In addition to the experience they bring, our staff receives in-depth preseason training that includes topics on behavior management, customer service, activity programming, risk management, and child development. We provide staff with an opportunity to participate in hands on activities in order to prepare them for the dynamic program environment. All staff must be at least 16 years or older. They must pass a background check as well as attend harassment, bloodborne pathogen and daily health trainings.

Information you should provide to your summer program location

- ◆ Complete participant information form fully and return upon registration.
- ◆ If needed, complete medication authorization from and communicate needs to Senior Staff personnel.
- ◆ Review the Code of Conduct, sign, and return to your summer program location.
- ◆ Review the list of field trips, sign and return the permission form to your summer program location.

Items you should send with your child

- ◆ Please remember to write your child's name on ALL of his/her property/belongings.
- ◆ Sunscreen (labeled with your child's name)
- ◆ Sturdy, comfortable gym shoes—please no sandals, open toed shoes, or flip flops.
- ◆ Swim Suit and Towel are required on swim days—participants are allowed to wear t-shirts over the swim suit
- ◆ Hat or jacket dependent on weather
- ◆ **PLEASE DO NOT SEND VALUABLE ITEMS WITH YOUR CHILD (iPods, cell phones, Nintendo DS, etc.)**

Qualifying Skills

Basic participation skills are required of each participant in order to participate in our summer program. Participants must be able to meet these standards with minimal assistance.

- ♦ Actively participate in planned activities during an 8 hour program day
- ♦ Does not require one-on-one supervision
- ♦ Able to understand, follow and accept directions
- ♦ Takes turns and shares in a cooperative manner
- ♦ Respects others and their property/belongings
- ♦ Able to stay with his/her assigned group
- ♦ Able to maintain self-control
- ♦ Must be able to maintain personal care i.e. eat, clothing and function independently

Code of Conduct

The City of Knoxville Parks and Recreation Department has established a code of conduct for participants, staff, and parents. It is based upon the guiding principles of respect, safety, behavior and personal property. Parents are encouraged to review the Code of Conduct with their child PRIOR to the start of the summer program. A signed copy will be required for your child's file. The Code of Conduct can be found in the attachment section of this handbook. All children are required to abide by these policies

Discipline

Please encourage your child to discuss any negative behavior received from another child with a staff member.

Listed below are behaviors that will not be tolerated and will cause disciplinary action to be taken:

- ♦ Bullying
- ♦ Hitting/Fighting/Causing Physical Harm
- ♦ Profanity, Disrespect to Others
- ♦ Verbal Assault
- ♦ Refusal to Cooperate
- ♦ Theft/Destruction of Property
- ♦ Temper Tantrums
- ♦ Possessing Drugs/Alcohol/Weapons
- ♦ Biting/Spitting
- ♦ Non-Participation
- ♦ Unauthorized departure from Facility Grounds or Assigned Group

Disciplinary actions are listed on the next page. The City of Knoxville Parks and Recreation Department reserves the right to skip steps should the situation warrant.



Disciplinary Actions

For the safety and well being of all participants, we reserve the right to implement the following disciplinary actions:

1. **Time-Out:** We make sure the child is aware they have crossed a defined boundary. They will sit out for a brief period of time.
2. **Activity Suspension:** If behavior persists, the child is suspended from daily activity. Parent will be verbally informed of issue.
3. **Parental Call:** If the behavior persists, the behavior and resolution will be discussed via phone call with parent.
4. **Parental Meeting:** If the behavior persists, a meeting will be scheduled with the parent.
5. **Program Suspension:** If the behavior persists, the child may be suspended for a determined period and all weekly paid fees are forfeited.
6. **Expulsion:** If the behavior persists, the City of Knoxville reserves the right to expel the child and all paid fees to date of expulsion will be forfeited.

Swimming Procedures

All participants will have the opportunity to go swimming throughout the summer. Proper swimming attire is required each day. Swim testing is done at the beginning of the summer to ensure staff is aware of your child's swimming abilities. The swim test will be optional; however, if child decides against the test or is not successful in completion, your child must stay in the shallow end of the pool and not use the diving board. The supervised swim tests (conducted by lifeguards) consists of swimming one lap in lane line without any assistance from lifeguard, lane line or wall.

Sunscreen

For our staff members to apply any use of sunscreen, a written parent authorization is required (found at end of handbook).

Sunscreen must be labeled with your child's first and last name.

Please take time to apply sunscreen and teach your child how to apply prior to the program each day.

Medication

If your child requires medication during the Summer Program, you must complete a Medication Authorization Form prior to your child attending the program. Parents are responsible for delivering medication to staff at the appropriate location in original containers with the labels attached. We cannot accept any expired medications. Medications will be administered under the direct supervision of a trained staff member and the administering of medication will be documented.

All medication must:

- ◆ Be in the original container with the current prescription label or direction label attached, and the prescription must not be expired.
- ◆ Be labeled with the child's name, the name of the medication, the dosage amount, and the time/times to be given.
- ◆ Have written permission with the signature of the prescribing physician (valid for the entire summer program), and parent's signature.
- ◆ Be picked up on the last day of your child's participation in our program OR be picked up when the medication expires. (Our staff will properly dispose of any medication that has not been retrieved.)

Illness / Injuries

If your child becomes ill (includes, but is not limited to fever or vomiting), you will be contacted to come and pick up your child immediately. Please keep your contact information current. If you cannot be reached, we will contact someone on your authorized list.

If your child receives a minor injury, such as a scraped knee, staff will provide a bandaging or an icepack where needed. In the extent of a serious illness or injury, staff will take whatever steps are necessary to obtain emergency medical care. These steps may include, but are not limited to the following:

- ◆ Attempt to contact a parent or guardian to inform you or give you the opportunity to take your child to a physician.
- ◆ Attempt to contact you through any person listed on your emergency form.
- ◆ If we cannot contact you, or your child needs immediate attention, we will call emergency personnel.

**** Please keep your phone number and emergency contact numbers up-to-date.***

For the well-being of all participants, any child with an illness that is contagious and can be passed on to others should refrain from attending the summer program. Also, we request to be notified if your child has been exposed to any communicable diseases. Child must be symptom free for at least 24 hours. If your child has one or more of the following symptoms, he/she will not be allowed to attend that day:

- ◆ Temperature over 100 degrees Fahrenheit
- ◆ Recurrent vomiting or diarrhea
- ◆ Any communicable disease

Field Trips

Our locations offer several field trips per week. You will be required to sign the field trip permission form, listing the field trips and their dates/times. You will be provided a copy of the field trip list. Field trip fees are included in your weekly program fee. Camp shirts are provided and participants should wear their camp shirt on field trip days.

Children will not be allowed to stay at the Recreation Center on scheduled field trip days. All Staff participate on field trip days for safety reasons.

Absences and Tardiness

Weekly fees ARE NOT prorated for absences/tardiness (i.e. vacations, sick days, schedule changes). If you have paid for the week and your child misses the entire week, the program fee can be applied to another week. If your child attends part of the week, no pro-rations or refunds will be given.

Payments, Cancellations & Refunds

A \$20 non-refundable deposit per child will reserve a space in our summer program, if paid by June 1st (\$30 after). This payment will register your child in the program and pay for a program t-shirt. The program fee will then be a \$20 per week per child fee and will include all field trips, lunches and snacks. ALL FEES ARE NON-REFUNDABLE. The weekly program fee is due the Monday before the following week of programming.

Pick Up and Drop Off

For safety, children are not to walk to or from a car unattended. They must be walked to the Staff and each child must be signed in and out daily. Children are not allowed to sign themselves out unless they have filled out the **Walker/Biker Permission Form** which is included in the attachment section of this handbook.

Late Pick Up Fees

Late penalties will be applied for those remaining at the Recreation Center after 4:15.

1. First & Second Offenses - Verbal Reminder
2. Third Offense—1 day suspension
3. Fourth Offense—2 day suspension
4. Fifth Offense—1 week suspension
5. Sixth Offense—Dismissal from program

At 4:00 pm, the staff will attempt to contact a Parent, Guardian, or Emergency Contact. If you are unable to pick up your child by 4:45, the City of Knoxville Police will be contacted.

Authorized Adults

If there is anyone who is unauthorized to pick up your child, please note this on their registration form. We cannot deny a parent from picking up a child. If there is a custody battle over a child and a parent is denied access to that child, we must have a court order on file.

Participant Records

We are required to maintain accurate, up-to-date files on each child. It is imperative, that prior to your child's first day in the program, we have the following information on file at the Recreation Center your child will be attending.

- ◆ Your child's program registration form
- ◆ Participant Code of Conduct
- ◆ Sunscreen form
- ◆ Walk / Bike Permission Form
- ◆ Any necessary medication and authorization and/or action plans prior to your child's first day of summer program.

If your family information changes, please make sure to update our records too. This includes pertinent information, such as work/home telephone numbers, medical information changes, addresses, and authorized person for pick-up.

Confidentiality

The City of Knoxville Parks and Recreation Department respects the rights of each family to privacy and confidentiality regarding health, behavior, and developmental records and information concerning your child. The practice of maintaining the confidentiality of verbal information and written records is a basic ethical policy at all City of Knoxville Parks & Recreation Programs.

Program Fee Payment Schedule

PROGRAM WEEK

DUE DATE

Week of June 4th

Due Tuesday, May 29th

Week of June 11th

Due Monday, June 4th

Week of June 18th

Due Monday, June 11th

Week of June 25th

Due Monday, June 18th

Week of July 9th

Due Monday, June 25th

Week of July 16th

Due Monday, July 9th

Week of July 23rd

Due Monday, July 16th

City of Knoxville Parks & Recreation Department

MEDICATION AND EPI-PENS

For the purposes of the information, the use of the term “medication” refers to medications and epi-pens.

- ♦ Medication should be administered at home whenever possible. All medications to be administered during program hours must have parent/guardian authorization, and require authorization by a physician (this includes over-the-counter, antibiotic, or antiviral medications that will be taken longer than 10 days or other medications not previously listed). The parent/guardian must transport the medication to the recreation center and give to senior staff.
- ♦ The first dose of any new medication must be given at home.
- ♦ All medications must be properly labeled with the child’s name, name of medication, exact dosage to be taken, expiration date and exact time or frequency dose is to be taken. The medication must be in the original container with the prescription label or direction label attached. The form and container must match. Make sure medication has not expired and will not expire during the summer program.
- ♦ Personnel may not accept medications unless the Medical Authorization Form is completed and signed.
- ♦ A physician may use office stationery or prescription pad in lieu of completing Part II. Required information includes: child’s name, date of birth, duration, medication name, dosage, time to take medication, and sequence if more than one is to be taken, side effects, and physician’s signature and date.
- ♦ The parent/guardian is responsible for submitting a new form each time there is a change in dosage or a change in time which medication is to be administered.
- ♦ All medication is kept in a locked area only accessible to authorized staff.
- ♦ When an authorization for medication expires, the parent/guardian shall be notified that the medication needs to be picked up within 14 days. Any medications that are not picked up by the parent within 14 days will be destroyed.
- ♦ The City of Knoxville Parks and Recreation Department does not assume responsibility for unauthorized medication taken independently by the child.
- ♦ Under no circumstances may any staff member facilitate the taking of any medications outside the procedures outlined here.
- ♦ Epinephrine may only be administered with parent/guardian and physician authorizations. The parent/guardian must transport the Epi-Pen(s) to the recreation center and give it to staff.
- ♦ The City of Knoxville Parks and Recreation Department personnel may give only pre-measured doses of epinephrine.
- ♦ If repeat doses of Epi-pen injections are in the physician’s order, the parent/guardian must supply two Epi-pen kits.



K.O.R.E. SUMMER LOCATIONS AND CONTACTS

Recreation Center	Phone #
Cal Johnson 507 Hall of Fame Drive	865-522-3177
Cecil Webb 923 Baker Avenue	865-577-0651
Christenberry 931 Oglewood Avenue	865-637-5991
Cumberland Estates 4529 Silverhill Drive	865-588-3442
Deane Hill 7414 Deane Hill Drive	865-690-0781
Dr. E.V. Davidson 3124 Wilson Avenue	865-971-4746
Lonsdale 2700 Stonewall	865-546-0696
Milton Roberts 5900 Asheville Highway	865-546-4536
Richard Leake 3511 Alice Bell Road	865-525-2031
West Haven 3622 Sisk Road	865-546-1315

Parks and Recreation Administrative Office
5930 Lyons View Pike
(865) 215-1714

City of Knoxville Parks & Recreation Department

CODE OF CONDUCT

The City of Knoxville Parks and Recreation Department is dedicated to providing an outstanding summer program for the youth of the Knoxville area. To accomplish this goal, participants are expected to behave appropriately and promote a safe, fun, and healthy environment through productive participation. We ask that all participants and parents/guardians read this code together before arriving for the summer.

All participants are required to:

- ◆ Show respect to program staff and follow rules and directions at all times
- ◆ Solve problems positively
- ◆ Be respectful of all property and equipment
- ◆ Wear appropriate clothing for all activities
- ◆ Not engage in any acts of bullying or physical/sexual/verbal abuse
- ◆ Stay with assigned group and leave only with the permission of a staff member
- ◆ Not bring any weapons, firearms or objects that threaten or cause harm to others or self
- ◆ Must follow the medication policies and not carry any over the counter or prescription medicines.

NOTE: It is not possible to anticipate every possible situation that may arise. In the absence of a particular situation or activity not listed above, **COMMON SENSE AND COURTESY SHALL PREVAIL.**

CONSEQUENCES:

Our staff will immediately investigate all incidents. Should a child's behavior be deemed inappropriate, our staff will handle the situation with appropriate discipline practices. This includes "timeouts" from the group and notifying the parent(s).

If a child does not or cannot respect his or her fellow participants, our staff, the environment, and/or the entire program community and does not respond to our intervention, further disciplinary action will be taken up to and including dismissal from our summer program.

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Parent Signature _____ Date _____

Participant Signature _____ Date _____

City of Knoxville Parks & Recreation Department

WALK / BIKE PERMISSION FORM

PLEASE PRINT LEGIBLY

I give my child, _____, permission to walk or bike (*circle one*)
(Name of child)

To _____ **and from** _____
(Name of Recreation Center) (Name of Recreation Center)

On the following days _____.

My child will arrive to the Recreation Center by _____ and will depart by _____.
(Time) (Time)

My child understands that he/she will sign him/herself in and out of camp each day. I understand that the City of Knoxville Parks and Recreation Department is not responsible for my child's supervision or well-being on the way to or from the recreation center location listed above.

If my child will not be in attendance on one of the above mentioned days, I will contact the recreation center to inform them any changes in my child's schedule.

Parent/Guardian Signature _____ Date _____

Physician's Medication Authorization Form

**** Required for prescription and non-prescription medications ****

ONE MEDICATION PER FORM

Full Name of Child: _____ **DOB:** _____

Parent/Guardian Name: _____

Home Phone: _____ Cell: _____ Work: _____

Recreation Center Name: _____

Name and strength of medication: _____ Emergency Medication Yes No

Dosage of Medication: _____

Date medication begins: _____ Date medication ends: _____ Route of administration: _____

Time of day medication is to be given: _____ If as needed, for what symptoms? _____

Side effects: _____

Physician's Printed Name/Title _____

Physician's Address: _____ Phone: _____

Physician Signature

Date

**** City of Knoxville Parks and Recreation Department Medication policies are listed on page 5 of the Parent Handbook. ****

I have read and understand the Medication Policy as outlined in the City of Knoxville Parks and Recreation Department's Parent Handbook and will supply the Parks and Recreation Department with the proper equipment/supplies needed for my child to be administered the medication.

I understand that the physician will be called if a question arises about my child's medication.

I understand 911 will be called in an emergency.

I request the authorized staff to supervise the administering of my child's medication as prescribed by the above authorized prescriber. I certify that I have legal authority to consent to medical treatment for the child named above, including the administration of medication at the facility. I understand that at the end of the authorized period, an adult must pick up the medication; otherwise, it will be discarded after 14 days.

I authorize recreation personnel to communicate with the authorized prescriber as allowed by HIPAA.

Parent/Guardian Signature

Date

Physician Signature

Date

City of Knoxville Parks & Recreation Department

SUNSCREEN FORM

The following policy applies to the use of sunscreen while attending the City of Knoxville Department and Recreation K.O.R.E. Summer Program.

1. Nonprescription drugs and over the counter skin products shall not be kept or used beyond the expiration date of the product.
2. If sunscreen is used:
 - a. Written parent authorization noting any known adverse reactions shall be obtained.
 - b. Sunscreen shall be in the original container labeled with the child's name.

TO BE COMPLETED BY PARENT:

Child's Name: _____ Age: _____

☐ I **give** permission for my child to use sunscreen while attending the City of Knoxville Parks and Recreation Department K.O.R.E. Summer Program. To my knowledge, my child has no allergies or reaction to sunscreen.

☐ I **give** permission for my child to use sunscreen while attending the City of Knoxville Parks and Recreation Department K.O.R.E. Summer Program. **However, at times the following adverse reactions may occur.**

* Please list _____

☐ I have provided the City of Knoxville Parks and Recreation Department K.O.R.E. Summer Program with the sunscreen in the original container.

Parent Signature _____ Date _____